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**INTERNAL SERVICES DEPARTMENT**

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*"To enrich lives through effective and caring service"*

May 19, 2016

To: Audit Committee

From: Dave Chittenden  
Chief Deputy Director

A handwritten signature in blue ink, appearing to read "D. Chittenden", is placed over the printed name and title.

**REVIEW OF BOARD POLICY NO. 5.015 – TIMELY SUBMISSION OF CONTRACTS  
FOR BOARD APPROVAL**

In conjunction with the Executive Office of the Board of Supervisors and Auditor-Controller, Internal Services Department has reviewed Board Policy 5.015, Timely Submission of Contracts for Board Approval, and is recommending the following changes, which are included in the attached red-line version of the policy:

- Reference Section – Add links for the following memorandums:
  - September 7, 2000, "County Policy/Procedures - Timely Submission of Contracts for Board Approval" (memo attached)
  - September 21, 2000, "Policy/Procedures - Timely Filing of Contracts for Board Approval" (memo attached)
  - March 21, 2013, "Revised Retroactive Contract Review Committee Procedures" (memo attached)
- Policy Section – Minor edits for clarification and consistency purposes.
- Date Issued/Sunset Date Section – Revise the sunset review date to July 19, 2020.

If you have any questions regarding this policy review or recommendations, please contact Yolanda Young at (323) 267-3101, or via email at: [yyoung@isd.lacounty.gov](mailto:yyoung@isd.lacounty.gov).

DC:YY:LG:gk

Attachments

c: Executive Officer, Board of Supervisors  
Auditor-Controller



# Los Angeles County BOARD OF SUPERVISORS POLICY MANUAL

Policy #:	Title:	Effective Date:
5.015	Timely Submission of Contracts for Board Approval	09/19/00

## PURPOSE

Establishes a specific protocol, including advance deadlines, for submission of contracts for Board approval prior to expiration of an existing contract, or prior to the effective date for new contract services, and establishes a process of accountability to ensure compliance.

## REFERENCE

August 29, 2000, Board Order, [Synopsis 97](#)

September 7, 2000, Joint Chief Administrative Officer and Auditor-Controller memorandum to each Supervisor, "[County Policy/Procedures - Timely Submission of Contracts for Board Approval](#)"

September 19, 2000, Board Order, [Synopsis 70](#)

September 21, 2000, Chief Administrative Officer memorandum to all department heads, "[Policy/Procedures - Timely Filing of Contracts for Board Approval](#)"

September 21, 2004, [Board Order 14](#)

October 17, 2007, Chief Executive Officer memorandum: ~~to all department heads,~~ "[Retroactive Contract Review Committee-Procedures](#)"

November 5, 2007, Chief Executive Officer memorandum ~~to each Supervisor,~~ entitled: "[Retroactive Contracts](#)"

[March 21, 2013, Internal Services Department memorandum to Contract Managers, "Revised Retroactive Contract Review Committee Procedures"](#)

## POLICY

Contracts requiring Board approval must be filed no later than the Board agenda three weeks preceding the last agenda date at which the Board can act prior to expiration of an existing contract, or prior to the contract's effective date. Departments may not accept,

receive or allow contractors to perform such contract services without prior approval by the Board, except a valid contract for services and under specified circumstances, described in the Joint Chief Administrative Officer (Chief Executive Officer)/Auditor-Controller memorandum of September 7, 2000 to each Supervisor entitled "County Policy/Procedures – Timely Submission of Contracts for Board Approval". The Chief Executive Officer (CEO) will not approve placement of a contract on a Board agenda if it includes a retroactive date, except under specified circumstances (See Joint Chief Administrative Officer (Chief Executive Officer)/Auditor-Controller memorandum of September 7, 2000 ~~to each Supervisor entitled, "County Policy/Procedures – Timely Submission of Contracts for Board Approval"~~).

-Retroactive contracts submitted for Board approval not meeting one of the specified circumstances will be returned to the department for appropriate action. ~~revision of the contract term to have an effective date which is not retroactive~~. All requests for retroactive contracts and purchase order payments must be reviewed by the Retroactive Contracts Review Committee before they are submitted for Board approval as set forth in the ~~CEO memorandum of October 17, 2007 to all department head entitled, "Retroactive Contract Review Committee Procedures"~~ Internal Services Department's memorandum of March 21, 2013, "Revised Retroactive Contract Review Committee Procedures".

Departments are required to adequately plan for timely solicitation and development of contracts. Departments must shall update contract information (e.g., new contracts, contract renewals, contract payments, etc.) in eCAPS ~~at least monthly, and Departmental staff and management are responsible for~~ reviewing the eCAPS Cognos Contract Management Reports monthly to ensure information is properly maintained and to identify contracts nearing expiration. Departments are ~~Departmental staff is~~ also responsible for taking appropriate action to exercise contract extensions and to initiate the bidding solicitation process with sufficient time to ensure the continuation of services and to ensure that contracts do not become retroactive.

## RESPONSIBLE DEPARTMENT

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Internal Services Department

Auditor-Controller

Executive Office of the Board of Supervisors

## DATE ISSUED/SUNSET DATE

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Issue Date: September 19, 2000  
Re-issue Date: September 21, 2004  
Re-issue Date: July 19, 2008  
Re issue Date: April 19, 2012  
Review Date: May 18, 2016

Sunset Review Date: September 19, 2004  
Sunset Review Date: September 19, 2008  
Sunset Review Date: July 19, 2012  
Sunset Review Date: July 19, 2016  
Sunset Review Date: July 19, 2020